

Bylaws of the Indiana Geographic Information Council

These Bylaws of the Indiana Geographic Information Council are used to establish rules of operation for the Council. Ratified by the Indiana Geographic Information Council August 10, 2000.

ARTICLE I: NAME

1. The name of this organization shall be the Indiana Geographic Information Council, hereafter referred to as the Council.

ARTICLE II: GENERAL PURPOSE

1. The general purpose of the Indiana Geographic Information Council is to promote efficient and effective use of resources by providing leadership and direction in the development, management, and use of geographic information in Indiana. The Council serves to provide direction for and encouragement of broad participation in the Indiana GIS Initiative (INGISI). The Council makes recommendations about GIS in the areas including, but not limited to, policies, institutional interactions, data standards, education, funding, and stewardship of geographic data and related processes.

ARTICLE III: OBJECTIVES

1. The objectives of the Council are to provide for the coordination of Indiana geographic information systems (GIS) through dissemination of data and data products, education and outreach, building partnerships, and review and recommendation of standards.

ARTICLE IV: PARLIAMENTARY PROCEDURE

1. Meetings may be conducted in an informal manner by the Chair, but Robert's Rules of Order (Revised) may be invoked at any time by a majority vote of the members present.

ARTICLE V: MEMBERSHIP

1. The membership of the Council shall be comprised of no more than twenty five (25) members representing the statewide GIS user community, comprised of the following constituencies: County Government (2), Municipal Government (2), State Government (2), Federal Government (2), Not-for Profit (2), Commercial GIS Service Provider (2), Regional GIS Consortia (2), Private Industry (2), Surveyors (2), Universities (2), Regional Planning Commissions (1), Utilities (2), and Other (Any Sector or None) (2).
2. Terms and vacancies.
 - A) Membership by Professional Associations and the State of Indiana Office of GIS shall, at their discretion, be held by their president or senior level executive or their designee and their Council membership will rotate within their own organization.
 - B) The following Professional Associations, and the State of Indiana Office of GIS, shall be able to hold permanent seats on the Council: Association of Indiana Counties, Indiana Association of Cities and Towns, and the Indiana County Surveyors Association.

- C) All other membership will participate in a staggered two-year rotation. Initial Council rotation will be conducted with the following members on a two-year rotation: one Federal Agency, one Not-for-profit, one Commercial GIS Service Provider, one Private Industry, one Regional GIS Consortia, one University, one Utility, and one Other; and the following members on an initial three-year rotation: one County Department, one Municipal Department, one State Agency, one Federal Agency, one Not-for-profit, one Commercial GIS Service Provider, one Regional Planning Commission, one Private Industry, one Regional GIS Consortia, one University, one Utility, and one Other, returning to a two-year rotation thereafter.
- D) Vacancies may be filled by a designee from within the vacating members' organization, unless forfeited. Forfeited positions shall be nominated and affirmed by a vote of the full Council, and the position filled for the duration of the forfeited members term.
3. Council membership shall be through a nomination and/or self-nomination (petition for membership) process followed by a ballot vote of the Council. No rotating Council member organization shall serve two consecutive terms unless there are no competing nominations.
4. Members shall serve at regular board meetings without compensation.
5. Members shall actively participate in and contribute to Council activities by attending a majority of the scheduled Council meetings. Shall a member fail to fulfill the responsibilities of this position, said member may be removed from membership at the discretion of the Council.

ARTICLE VI: MEETINGS

1. The Council shall meet at least four (4) times annually on a schedule determined by the Council.
2. Meetings of the Council may be called by the Chair or upon written request of a majority of the members and upon compliance with the Indiana Public Records Law.
3. A majority of the Council members shall constitute a quorum.
4. Except as otherwise set forth herein, a 2/3 majority vote of the members present at a meeting with a valid quorum shall be required for the Council to take action.
5. Each member shall have one (1) vote. Council member designees shall be designated in writing as a proxy and shall be valid in one-year increments.
6. The Council's records shall be available for inspection by the public pursuant to Indiana Statutes.
7. The Council shall make available information and generate publications describing its activities and findings that will encourage knowledge sharing and participation by a broad segment of persons interested in geographic data.
8. The Council shall address appropriate issues in a deliberate and open manner, with clear policy goals in mind. Activities that are not appropriate for Council deliberation are to be referred to other entities for their consideration and action.

ARTICLE VII: OFFICERS

1. The regular officers of the Council shall be a Chair, Vice-Chair, Treasurer and Secretary.
2. The Council shall elect from the members, the offices of Chair, Vice-Chair, and Treasurer who shall be elected for a one (1) year term or until his/her successor is

elected. The Director of the State of Indiana Office of Geographic Information Systems (TBA) shall hold a permanent position as Secretary. At the first regularly scheduled meeting after the appointment of members the Council shall elect the officers for the following year.

3. Officers can be re-elected.

4. A member shall be elected at the next regularly scheduled meeting to fill out the unexpired term of a regular officer should it become vacant. If the position of Chair is vacant, the Vice-Chair will be acting Chair until a new Chair position is appointed.

5. A regular officer or any committee chair may be removed upon a two-thirds (2/3) vote of the members of the Council.

ARTICLE VIII: DUTIES OF OFFICERS AND MEMBERS

1. Chair. The Chair shall be the principal officer of the Council and shall in general coordinate all of the business and affairs of the Council. The Chair shall preside at all meetings of the Council and shall be responsible for the implementation of the Council's decisions.

2. The Chair and Vice Chair, or persons specifically appointed in writing by the Chair, are authorized to represent the Council with other organizations.

3. Vice Chair. The Vice Chair shall assist the Chair in the discharge of the Chair's duties as requested and in the absence or inability of the Chair to act shall perform the Chair's duties.

4. Secretary. The Secretary shall in general coordinate Council meeting logistics and shall be responsible for taking minutes of regular and special board meetings and the general dissemination of information on Council activities.

5. Treasurer. The Treasurer shall in general coordinate the fiscal business of the Council and shall be responsible for fiscal reporting to the Council and general membership.

6. Regular Members. Members of the Council are responsible for attending a majority of scheduled Council meetings, and disseminating information and acting as a primary point(s) of contact for GIS coordination issues to their representative sector of the GIS users community.

ARTICLE IX: OFFICE AND STAFF

1. A Host organization may be named as staff agency to the Council through a Memorandum of Agreement (MOA) between said parties and upon a vote of 2/3 of the Council present. The MOA shall include provisions stating responsibilities of both parties and length of agreement.

2. Principal Office. The Principal Office of the organization shall be located at the offices of the Host organization, if applicable.

3. The Host organization, if applicable, shall provide staff support for the Council.

ARTICLE X: COMMITTEES

1. The Chair may appoint such committees as deemed necessary to exercise the powers of the Council in accordance with these by-laws and as allowed by law.

2. The committees shall report their activities and findings to the Council.

3. The committees shall recommend a Council member to serve as Committee Chair or Co-Chair. The Committee Chairs shall be affirmed by a vote of a valid quorum of the Council. Committees may elect, or the Council-affirmed Committee Chair may

appoint, another INGISI member (Council member or not) as Committee Co-Chair to assist with administering the committee.

4. Interested non-Council INGISI members may participate on a committee. Non-Council committee members shall serve without compensation and are not eligible for reimbursement of expenses.

5. Committee Chairs may appoint workgroups as appropriate to perform work for the committee.

ARTICLE XI: EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Council Chair, Vice-Chair, Secretary and Treasurer and one member-at-large of the Council.

2. One seat of the Executive Committee shall be filled by a representative of the Host organization, if applicable.

3. The Executive Committee shall meet and act for the Council in order to provide timely response to issues and events when it is not possible or practical for the full Council to meet. The Executive Committee shall notify the Council of all Executive Committee actions as soon as reasonably possible after such action has been taken. All actions of the Executive Committee shall be decided by a simple majority vote of the Executive Committee. Executive Committee meetings are open meetings according to Indiana Statute.

4. Any member of the Executive Committee may call a meeting of the Executive Committee by providing a minimum of a one (1) day notification to the Executive Committee. Meetings of the Executive Committee can be either in person or by other means.

5. All meetings and actions of the Executive Committee shall be reported in writing to the Council at its next meeting. All actions of the Executive Committee shall be ratified by majority vote of the Council at its next meeting.

6. The Executive Committee shall assist the Council Chair in the preparation of Council meeting agendas and other Council business.

ARTICLE XII: AMENDMENTS

1. Any member may petition the Council or the Council on its own initiative may recommend changes in these bylaws. An Amendment shall become effective upon two-thirds (2/3) vote of a quorum of the Council, provided that the language of such amendment has been provided to each Council member not less than 10 working days prior to the vote.